SIMS Newsletter

September 2008

south dakota
DEPARTMENT OF EDUCATION
Learning. Leadership. Service.

News and Notes:

New Staff

We would like to welcome Carla Leingang to the Office of Data Management. Carla joined our Department in August and she will be working with the Personal Record Forms (PRF). Carla transferred from the Office of Curriculum, Technology and Assessment. Carla's contact information is:

Carla Leingang
605-773-4638
carla.leingang@state.sd.us

THE START OF A NEW SCHOOL YEAR!
Fall Enrollment Deadline
October 15, 2008

Data collected from the State Edition and District Editions of Infinite Campus are the major components of No Child Left Behind (NCLB) reporting.

Please review the hints below for a successful data completion of the 08-09 school years.

- Delete user names and passwords for staff members who no longer need access to the system.
- If you are using the State Edition, please contact Data Management staff at 773-3248 to have your calendars activated and to add/remove staff members.
- Make sure <u>all students</u> who have enrolled by **Friday, September 26th** are included in your database. When adding new students to your district using the enrollment wizard, Remember – if a child is transferring to your district from another SD district, the child should appear when you do a student locator search. If the child does not appear after the first search, try again using the "All People" search criteria. If you still do not get a match, please contact Data Management staff at 773-3248 before creating a new student. Likewise, if you have students who did not enroll in your school this year, make sure you delete their enrollment record for this year.
- Be sure to check the <u>percent enrolled</u>, <u>grade level</u>, <u>resident and attending districts</u> and <u>enrollment status</u> of all students for accuracy. When a resident district and a serving district are different you must mark the enrollment status for that student. Please be aware that children coded incorrectly could impact your FUNDING, not only for State Aid but also for allocations calculated by the Office of Grants Management.

Enrollment Status Code

- – Open Enrollment
  - P – Tuition Paid for Student by Public School District
  - W – Tuition Waived for Students
  - C – Contracting Student
  - T – Tuition
  - S – Paid and Placed by State of South Dakota
  - When a student is dually enrolled, they can only have one primary enrollment. The second enrollment must be partial. You <u>cannot</u> have two enrollments at 50% each. Overlaps are permissible for up to 90 consecutive days if the student is dually enrolled with any of the following:
    1. Aberdeen JDC – 6601
    2. Turning Point North – Shelter Care- Sioux Falls – 49005
    3. Turning Point South – Chemical Dependency – Sioux Falls – 49005
    4. Our Home chemical Dependency – Huron – 2002
    5. Rapid City JDC – 51004
    6. Volunteers of America – New Start – Sioux Falls - 49005
    7. Keystone Treatment Center – Canton – 41001
    8. Huron JDC – 2002
    9. Sioux Falls JDC – 49005

- Double check students' status elements. Status elements for a student may include one or more of the following: <u>LEP, Title I, School Lunch Status, First Year in Country, etc</u>. We **had several schools that neglected to report the lunch status of students last year – this is a very important component of AYP.**   Students who are eligible for free or reduced lunch at any point during the school year will make up the economically disadvantaged subgroup.
- Any and all LEP students that are enrolled any time between April 18, 2008 and April 17, 2009 must be coded as **first year in country.** You can code this under the state reporting field by checking the box that reads First Year in Country.
- Only students who were identified as limited English proficient using the state approved identification test should be coded as LEP.
- Home School Students: Be sure that all students excused from public school attendance (home school – SDCL 13-27-3) are included and assigned to attendance center 99 or within your home school calendar. **All** Home School Students need to be entered into Infinite Campus.
- Private School # 98—this school will be used to hold students that are in Early Childhood and/or Out of District Placements, students that may be in a private school but your school provides special services to them for a percentage of time, or for students that are taking partial course work within your public school for a percentage of time. Any student that has 0% enrolled will be excluded from any funding calculations. Please make sure that any student that should be counted for funding purposes has a greater than 0% enrolled on their enrollment record.
- If your school district is using a 4-day school week, please check the 4-day check box on the calendar for each school that this would apply to. **DO NOT CHECK the 4-day check box if you have a preschool, kindergarten or rural school identified as having a 4-day school week. For clarification, please contact Shannon Malone.

Overlaps, Transfers and Exiting Students

On a monthly basis, the state will be sending out overlaps reports. You can run an overlap report within your district by using the Student Information>Reports>Enrollment Overlap. These overlaps need to be resolved as quickly as possible. We ask that you contact the district in which your overlap or duplicate enrollment is with and resolve it promptly.

When a student transfers from your district to another district, be sure to update your student data in a timely manner. Periodic updates will help eliminate duplicate records. If a student is absent for an extended period of time and you do not receive a request for transcripts for the child, refer to the administrative rule listed below.

> 24:17:03:06. Mandatory dropping of students. Any student who has an unexcused absence of 20 consecutive school days shall be dropped from the count of the attendance center retroactive to the last day the student attended school or had an excused absence. An excused absence includes medical illness and enrollment in a short-term group care education program for up to 90 consecutive school days.

If the student returns anytime after the 20 school days, the student must still be dropped then re-enrolled. Create a new enrollment and use the day he returns as the status start date.

"Summer Dropouts" are students who were not dropouts at the close of the previous school year (2007-2008) but who fail to enroll by October 1, 2008. Summer dropouts are reported as dropouts for the grade and school year for which they fail to report. For example, a student who completes the 10th grade in 2007-2008 but who is not re-enrolled on October 1, 2008 is reported as a 2008-2009 dropout for the 11th grade.

To manage this information in Infinite Campus, enroll the student with the normal start date for the school year and end the enrollment using that same date. This will cause the student to be enrolled for one day.

School Height & Weight Data Collection

The Department of Education (DOE), in collaboration with the South Dakota Department of Health (DOH), is again collecting heights and weights of children 5-18 years old. The voluntary program has been underway since 1998 as an effort to track childhood obesity in South Dakota. It serves as a basis to develop state and local strategies and is a way for participating schools to quantify the problem of childhood obesity. Data from the 2008-2009 will be accepted anytime during the school year but must be submitted no later than June 12, 2009 for inclusion in analysis.

Student heights and weights can be entered on Infinite Campus which will save staff time. Other electronic spreadsheets or hard copies will still be accepted but Infinite Campus is preferred if available. School nurses and health and physical education teachers often are leading the data collection process. Please share this information with them and others in the district.

The following website includes instruction for using Infinite Campus: http://hod.sd.gov/SchoolWeight/. The web site also includes instruction for taking accurate measurements and for maintaining confidentiality. The DOH is accepting applications for

equipment (wall-mounted measuring board and balance beam scale) if needed for your school to participate in the School Height and Weight Data project. Applications are due by September 29th.

If you have questions about the school data or the measuring equipment, please contact Kristin at 605-734-4551 or Kristin.biskeborn@state.sd.us.

Fall 2008 Enrollment Reports

Again this year the public school district's fall student data submission will generate two separate fall enrollment reports. While they are both based on an enrollment date of September 26th (last Friday of the month) their intended purpose is very different. The fall student data submission will generate a fall enrollment or "school census" (head count) to use for statistical comparisons and trends. This count is also used for a number of federal reports and grant allocations. As always, this count and past year's fall census enrollment counts will be available on the following DOE web site: http://doe.sd.gov/ofm/fallenroll/index.asp.

The criteria for inclusion in the **school census fall enrollment** are as follows:
- student must be enrolled on Friday, September 26th
- enrollments in home school are excluded,
- student must be enrolled greater than 49% to be included,
- open enrolled students are counted in the school in which they are enrolled and served,
- out of state students enrolled in SD schools are included in this count,
- students are counted in the school in which they are enrolled (students tuitioned out of district will not be counted back in the numbers for their resident district),
- count is reported in terms of whole numbers (no decimals), and
- count is reported for all accredited and approved educational programs.

A second count for "state aid fall enrollment" will also be generated based upon the fall student data submission. The intended purpose of this count is to provide a public school district's student count for state funding purposes. This count will be used by the 2009 Legislature to appropriate funding for the 2009-2010 school year.

The criteria for inclusion in the **state aid fall enrollment** are as follows:
- student must be enrolled on Friday, September 26th (students exiting or failing to return to school by this date and students enrolling after this date will not be included),
- student's count is based on percent of day enrollment (data is reported to the nearest hundredth decimal place),
- enrollment in home school is not included,
- students assigned out of district - for whom the district pays a tuition cost - are included,
- out of state students (except for open enrolled students from ND) are excluded from this count,
- open enrolled students are included in the count for the school or district in which they are enrolled and served, and
- count is applicable to public school districts only.

Department of Education State Aid and Data Management staff will be working jointly to generate these reports and will be requesting district verification. Please feel free to contact Susan

Woodmansey (susan.woodmansey@state.sd.us or 773-4748) if you have questions about these reports.

Training --- It's never too late to learn how!
Mark your calendar for the 2008 South Dakota Infinite Campus Interchange!!!

When: September 24th & 25th
Where: Sioux Falls Convention Center

The conference will focus on a number of topics including entering your student enrollment records, State reporting elements and structuring class schedules. If you need assistance in one or several areas…please plan to attend. You can register at:
https://interchange.infinitecampus.com/interchange/flexTool.jsp?appName=interchange

Sped/IC Data User Training

October 20th – Pierre, October 21st – Rapid City, October 23rd – Sioux Falls
This training is offered jointly by Data Collections and Special Ed. Programs.

- Morning session: Special Education enrollment elements in IC.
- Afternoon session:
  For Data managers: Coding enrollment, free & reduced lunch, exiting, etc
  For Special Educations Directors: Reporting and interpreting SPP data
  Contact Linda Turner at Linda.Turner@state.sd.us or Melissa Flor at
  Melissa.Flor@state.sd.us for registration information.

Infinite Campus Advisory Board

In 2006, Dr. Melmer initiated the Infinite Campus Advisory Board. The objectives of this board are to:

1. Discuss ongoing questions and concerns with the Infinite Campus program and its use in the K-12 public schools in South Dakota
2. Provide feedback to Infinite Campus and the Department of Education on the effectiveness of the program.
3. Assist in the development of training programs for Infinite Campus
4. Assist in the facilitation of communication plans between Infinite Campus, the Department of Education and K-12 public schools.
   This committee has been instrumental in testing new programming, patches, etc. that are needed to the program prior to the general release to all District Edition users. Please feel free to contact any individual on the below list if you have any issues and/or concerns regarding the District Edition.

Brian Lowery, Aberdeen School District
Kathy Winson, Britton-Hecla School District
Bev Draine, Spearfish School District
Bob Jensen, Sioux Falls School District
Nina Doyle, Hot Springs School District
Stephanie Bach, Infinite Campus
Jeff Slocum, Bureau of Information & Telecommunications
Jim Edman, Bureau of Information & Telecommunications

Judy Merriman, Dept. of Ed.
Shannon Brenner-Malone, Dept. of Ed.
Laura Ellenbecker, Dept. of Ed.
Teri Jung, Dept. of Ed.
Linda Turner, Dept. of Ed.
Donna Kiewel, Infinite Campus

Student Records Resources on the Web

http://doe.sd.gov.ofm/sims/index.asp

The above internet address exhibits several resources for Infinite Campus system users. Included are lists of data elements, FAQ's, policy statements, newsletters, and updated information. If you have questions, you may want to check the website—it may save you a call.

Schools SIMS Net Contact Person

Please email Jennifer Rattling Left, Jennifer.Rattlingleaf@state.sd.us with any personnel changes or contact information changes.

DOE Contact Information:

Shannon Malone, Management Analyst
(605) 773-2539
shannon.brenner-malone@state.sd.us

Laura Ellenbecker, Management Analyst
(605)773-4727
laura.ellenbecker@state.sd.us

Teri Jung, Student Data Analyst
(605)773-8197
teri.jung@state.sd.us

Jennifer Rattling Leaf, Statistical Assistant
jennifer.rattlingleaf@state.sd.us